

PS-10.07, "Inmate Recreation Services" November 1, 2002

SCDC POLICY/PROCEDURE

NUMBER:PS-10.07

TITLE:INMATE RECREATION SERVICES

ISSUE DATE: NOVEMBER 1, 2002

RESPONSIBLE AUTHORITY: DIVISION OF INMATE SERVICES

OPERATIONS MANUAL:PROGRAM SERVICES

SUPERSEDES:PS-10.07 (July 1, 2001)

RELEVANT SCDC FORMS/SUPPLIES: 1-18, 10-18, 10-19, 10-20

ACA/CAC STANDARDS: 4-ACRS-1C-17, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 4-ACRS-5A-21, 3-4130, 3-4131, 3-4147, 3-4148, 3-4187, 3-4188, 3-4203, 3-4380-1, 3-4381, 3-4423, 3-4424, 3-4425, 3-4426, 3-4427, 3-4428

STATE/FEDERAL STATUTES:NONE

PURPOSE: To provide guidelines for the delivery of recreational services for the inmates within the SCDC.

POLICY STATEMENT: To promote physical fitness and good health and wellness, the SCDC will ensure that inmates are afforded access to recreational programs. When economically feasible and resources are available, there will be one qualified full-time Recreation Specialist assigned to each institution (with the exception of pre-release centers) which has a population greater than 100 to ensure that programs are available and administered properly. Recreation programs will be designed and conducted in compliance with all applicable Agency policy/procedures and American Correctional Association (ACA) standards. (3-4424)

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SPECIFIC PROCEDURES:

1. CHIEF RECREATIONAL SERVICES BRANCH RESPONSIBILITIES: The Chief, Recreational Services Branch, will report directly to the Division Director of Inmate Services and will be responsible for the following:

1.1 developing written procedures for a comprehensive recreation program that includes education, fitness, leisure-time activities, and intramurals; (See "Attachment A" for the recreation triad program .) (3-4423)

1.2 providing dual supervision of the Institutional Recreation Specialists;

1.3 maintaining records of all equipment and/or supplies purchased for the purpose of inmate recreational activities and providing the Division Director of Inmate Services an annual Distribution Analysis;

1.4 auditing/assessing all major institutional structured recreational activities to include Hobbycraft in accordance with applicable ACA standards and Agency policies and procedures;

1.5 consolidating, reviewing, and taking necessary action for monthly institutional activity reports and inventory reports (to include documenting and/or maintaining files for functional areas);

1.6 organizing and conducting quarterly training meetings for all recreational staff;

1.7 coordinating and monitoring the implementation and/or general maintenance of the Soundless TV Systems; and

1.8 providing technical assistance to the Institution Recreation Specialists.

2. INSTITUTIONAL RECREATION SPECIALIST RESPONSIBILITIES: Each Institutional Recreation Specialist will be responsible for planning, implementing, and evaluating a comprehensive recreation program that includes leisure and outdoor exercise activities. Technical supervision will be provided by the Chief, Recreational Services Branch, and daily supervision will be provided by the Warden or designee. The Institutional Recreation Specialist will also be responsible for: (3-4423)

2.1 evaluating the recreation program to identify the recreation needs of the inmates annually using the "Inmate Recreational Survey" form (see Attachment B) and submitting the findings to the Chief, Recreational Services Branch. The report will include all current recreational activities being conducted and all proposed activities; (3-4381, 3-4428)

2.2 providing on-site supervision for all volunteer recreation events under the provision of SCDC Policy/Procedure PS-10.04, "SCDC Volunteer Services Program";

2.3 coordinating the acceptance/purchase of any equipment, material, and supplies per SCDC procedures pertaining to the procurement of goods and services;

2.4 coordinating all occasional volunteers for recreational activities using SCDC Form 1-18, "Occasional Volunteer Information Form," pursuant to SCDC Policy/Procedure PS-10.04, "SCDC Volunteer Services Program";

2.5 developing and conducting recreation orientation for new inmates and submitting a lesson plan to the Branch Chief for review/approval (NOTE: This lesson plan should include, but not be limited to, where the recreation activities will take place, how the inmates will get opportunities to participate in recreation, and the time and dates of the activities.)

2.6 developing a plan of action to identify Special Needs inmates; (The plan of action will include structured recreational activities. The Recreation Specialist will coordinate efforts with Health Services staff in the development of these programs.) (3-4380-1)

2.7 supervising the hobbycraft activities under the provisions of SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program"; and (3-4428)

2.8 ensuring that each inmate who participates in a structured athletic event employs the three phases of physical fitness training (warm-up, conditioning, and cool-down).

3. ASSIGNMENT OF RECREATION SPECIALISTS: When economically feasible and resources are available, there will be one qualified full-time Recreation Specialist assigned to each institution, (with the exception of pre-release centers) which has a population greater than 100. The Warden will designate a staff member to coordinate inmate recreational activities where a full time Institutional Recreation Specialist is not assigned. Technical assistance/support will be provided by the Chief, Recreational Services Branch. (3-4424)

4. UTILIZATION OF COMMUNITY VOLUNTEERS OR STUDENTS: The Institutional Recreation Specialist will be encouraged to utilize community volunteers or college practicum students as a means of expanding recreation programming. A written request for this support will be sent through the Warden to the Chief, Recreational Services Branch. The request should identify what specific duties this person will be responsible for and the work hours needed. (3-4427)

5. SELECTION, TRAINING, AND USE OF INMATES IN RECREATION ACTIVITIES: The Institutional Recreation Specialist may select, train, and use inmates to assist as referees or officials, maintain recreation fields, or perform other duties. Lesson plans for inmate assistants' training will be developed and documentation (written documentation in memorandum format) of their training will be maintained. This training will include officiating, refereeing, fitness, wellness, and other sessions associated with recreation activities. (3-4425)

6. MONTHLY REPORT OF RECREATIONAL ACTIVITIES: The "Monthly Report of Recreational Activities" form (see Attachment C) will be kept on file at the institution by the Recreation Specialist. SCDC Form 10-17, "Equipment Inventory" will be submitted bi-annually by the institutional Recreation Specialist to the Chief, Recreational Services Branch, with copies provided to the Warden/designee, by the 5th of each month.

7. REQUESTS FOR EXPENDABLE RECREATION SUPPLIES: A written request using SCDC Form 10-18, "Equipment Request," from the Institutional Recreation Specialist for expendable recreation supplies will be submitted quarterly (July 1, October 1, January 1, and April 1) to the Chief, Recreational Services Branch. The Branch Chief will consolidate all the requests, order, make distribution, and maintain a record of such actions for the entire year. A final cumulative report of all expenditures/distribution by institution will be submitted to the Division Director of Inmate Services at the end of the fiscal year. (3-4381)

8. INSTITUTIONAL PROGRAMS:

8.1 Each institution will provide both outdoor and covered/enclosed recreation areas for the general population and special management unit inmates pursuant to ACA standards specifications. (4-ACRS-5A-21, 3-4147, 3-4148)

8.2 Time, space, equipment, and facilities will be made available for SCDC inmates to participate in recreational activities outside their cells. These recreational activities may include, but are not limited to, the following: Table games, structured sports activities, hobbycraft activities, health education and physical fitness program, and intramural team activities. Program participation will be documented utilizing the sign

in/sign out log (SCDC Form 10-19, "Recreation Building Sign In/Out Log," and SCDC Form 10-20, "Equipment Sign In/Out Log"). No inmate personal property will be allowed in the recreation area except for recreation supplies sold in the canteen, i.e., handballs, checkers/chess games, etc.

8.3 Intramural activities for team sports will be designed to provide inmates with the opportunity to develop and maintain team building skills, positive attitude for group participation, and to experience the social aspects of competition. Competitive activities may be scheduled between dorms, wings, or living areas. However, certain inmates' participation may be restricted due to job assignments, medical status, custody level, disciplinary restrictions, program participation, or segregation status. The Institutional Recreation Specialist will propose participation criteria and the types of activities for the institution to the Warden/designee for his/her approval.

8.4 The Recreation Specialist will ensure that all general population inmates are provided activities on the main recreation field, in unit recreation areas, and/or in the multi-purpose building. (3-4147)

The following will apply:

8.4.1 Utilization of the main recreation field and multi-purpose building by inmates may be limited to after normal working hours, weekends, and holidays. Special provisions may be made by the Recreation Specialist for inmates with unusual working and/or school hours and when inmates are involved in health education and physical fitness training.

8.4.2 The Recreation Specialist will have at least one (1) continuous "on-going" structured activity (a league or tournament) on the main recreation field (weather/security permitting) or in the multi-purpose building.

8.4.3 Utilization of all unit recreation areas will be proposed by the Recreation Specialist and approved by the Warden/designee. During daylight savings time, every effort should be made to offer recreation programming after the evening meal.

8.4.4 Facilities and equipment suitable for planned leisure activities will be available to the inmate population and will be maintained in good condition. (3-4426)

8.4.5 The Recreation Specialist will inspect all recreation facilities weekly and maintain a record of any problems utilizing SCDC Form 19-89, "Inspections Report." All requests for repair will be submitted immediately pursuant to SCDC Policy/Procedure ADM-13.07, "Maintenance and Repairs," by a work order to the maintenance staff.

8.4.6 At institutions with a gymnasium/multi-purpose room, general population inmates will be permitted to recreate in the gymnasium/multi purpose room in inclement weather. (3-4147)

8.4.7 For Special Management Unit inmates, a portion of their outdoor recreation area must be constructed to shield inmates from inclement weather. (3-4148)

8.4.8 Weather restrictions may be imposed when inmates are participating in structured recreational activities.

8.5 Inmate Living Units: Dayrooms may be equipped, as funding allows, with tables and chairs and table games. Dayroom furnishings will be consistent with the custody level of the inmates assigned. At all facilities except pre-release centers, the capacity of the dayrooms will be equivalent to the number of inmates with a minimum of 35 square feet of space per inmate. Dayrooms will not encompass less than 100 square feet of space. (3-4130, 3-4131)

8.6 Television viewing may be provided for inmates. The Institutional Recreation Specialist will determine viewing hours with the Warden's/designee's approval. The maintenance of the televisions will be coordinated by the Recreation Specialist and the Maintenance/Electronics Supervisor. Access to these activities may be limited by the Warden/designee.

8.7 Inmates assigned to a Special Management Unit, Maximum Security Unit, Death Row, Reception and Evaluation, and Safekeeper status will be provided a copy of the In-Cell Fitness Program. (See SCDC Policy/Procedure OP-22.07, "Institutional Lockdown[s]" for a copy of this Program.) This effort will be coordinated with the Senior Security Staff responsible for these units.

8.8 Weekend and holiday recreational services may consist of self-directed and structured activities that will include, but not be limited to: Basketball, handball, horseshoes, paddle ball, shuffleboard, soccer, softball, volleyball, etc. Special events for specific theme days (Memorial Day, 4th of July, Thanksgiving, and Christmas, etc.) will be encouraged by the institutional Recreation Specialist. Approved activities initiated by inmates, through SCDC Form 19-11, "Request to Staff Member," and annual surveys will be carried out under the supervision of staff. (3-4428)

8.9 Each Recreation Specialist will be required to conduct one (1) special event for specific theme days per quarter. This event will include table and board tournaments, and team athletic competition. Occasional volunteers from a religious organization or community athletic group will be invited to participate. Any special event request will be approved by the Chief, Recreational Services Branch, and the Warden/designee 30 days prior to the event.

8.10 Each Recreation Specialist will, where possible, employ the recreation TRIAD (the delivery of recreational services by way of education, physical fitness, and intramural competition). This concept will be conducted during windows of opportunity with the concurrence of the Warden/designee.

8.11 The Institutional Recreation Specialist or designee will ensure that all keys, tools, and toxic, caustic, and flammable materials assigned to the recreation program are used, controlled, and accounted for pursuant to SCDC Policies/Procedures OP-22.02, "Tool Control"; OP-22.17, "Key Control"; and ADM-16.03, "Occupational Safety and Health." (4-ACRS-1C-17, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 3-4187, 3-4188, 3-4203)

9. DEFINITIONS:

Inmate Wellness Programs refer to those activities which are health education classes, physical fitness, and life skill classes.

Intramural Recreational Activities refer to activities that are carried on within the bounds of an institution among the inmate population.

Leisure Time Activities refer to group or individual activities that keep inmates constructively occupied, promote good health and wellness, reduce stress and institutional tension, and improve physical fitness.

Qualified Institutional Recreation Specialist refers to an employee with a minimum of a bachelor's degree in recreation or leisure service or the equivalent in combined education and experience. (3-4424)

Recreational TRIAD refers to the delivery of recreational services via health education, physical fitness, and intramural programs.

Structured Recreational Activities refer to those activities which are accounted for by a roster of individual participants and which occur at a scheduled time and place.

s/ Gary D. Maynard, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

Attachment A

RECREATIONAL TRIAD		
EDUCATION PROGRAM	FITNESS PROGRAM	INTRAMURAL PROGRAM
Life Skill	Iso-Tonic Exercise	Objective
Team Building	Iso-Kinetic Exercise	Team Sports

Domestic Functions	Iso-Metric Exercises	Softball
Personal Hygiene Classes	Wellness Triad	Basketball
Leadership	Aerobic Exercises	Table Games
Health Education	Jogging	Individual Sports
Develop Healthy Living Habits	Aerobic Step	Outdoor-Softball
Wellness	Aerobic Walking	Team Handball
Leisure Activities	Rope Jumping	Soccer
	Nutrition	Volleyball
	Target Heart Rate	Hobbycraft
		Arts and Crafts

Attachment B

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
DIVISION OF INMATE SERVICES

INMATE RECREATIONAL SURVEY

INSTITUTION:	DATE:
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The Recreational Department would like you to complete this survey to indicate the recreational services which interest you.

1. I am interested in participating in the following team sports:

() Basketball	() Volleyball
() Soccer	() Other (specify)_____
() Softball	

2. I am interested in the following leisure time activities:

() Cards	() Paddle
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<input type="checkbox"/> Checkers	<input type="checkbox"/> Puzzles
<input type="checkbox"/> Chess	<input type="checkbox"/> Shuffleboard
<input type="checkbox"/> Dominoes	<input type="checkbox"/> Table Tennis
<input type="checkbox"/> Handball	<input type="checkbox"/> Walking
<input type="checkbox"/> Horseshoes	<input type="checkbox"/> Word Games
<input type="checkbox"/> Isometric Exercises	<input type="checkbox"/> Other (specify)_____
<input type="checkbox"/> Jogging	

3. I am interested in participating in the following Hobbycraft Activities that are allowed by SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program":

<input type="checkbox"/> Basic Art	<input type="checkbox"/> Woodwork
<input type="checkbox"/> Leathercraft	<input type="checkbox"/> Other (specify)_____

4. I am interested in attending shows/concerts conducted by community groups at the institution:

<input type="checkbox"/> Country & Western	<input type="checkbox"/> Rock & Roll
<input type="checkbox"/> Gospel Music	<input type="checkbox"/> Talent Show
<input type="checkbox"/> Jazz	<input type="checkbox"/> Other (specify)_____

Attachment C

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
DIVISION OF INMATE SERVICES

MONTHLY REPORT OF RECREATION ACTIVITIES

INSTITUTION:		SIZE OF INSTITUTION		FOR THE MONTH OF:
		Authorized Inmate Count:		

		Actual Inmate Count: _____		
ORGANIZED	WEEKLY AVERAGE # OF PARTICIPANTS	INDIVIDUAL ACTIVITIES/GAMES	WEEKLY AVERAGE # OF PARTICIPANTS	
1. Softball		1. Board Games		
2. Volleyball		2. Card Games		
3. Basketball		3. Shuffleboard		
4. Aerobics/Exercise		4. Horseshoes		
		5. Arts & Crafts		

		6. Health Class	
		7.	
		8.	
		9.	
		10.	
		11.	
TOTAL		TOTAL	

# OF RECREATIONAL FIELDS		OPERATIONAL SCHEDULE	
# OF UNIT RECREATION FIELDS		OPERATIONAL SCHEDULE	
MULTI-PURPOSE BUILDING	YES/NO	OPERATIONAL SCHEDULE	

SIGNIFICANT ACTIVITIES AND/OR REMARKS:

(Use reverse side if more space is needed)

DUE BY THE 5TH OF THE FOLLOWING MONTH

COMPLETED BY: _____	DATE: _____
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